

Pom 8

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Coordination of Television Techniques and Facilities

STAT

FROM:

James H. McDonald  
Director of Logistics  
Building

EXTENSION

NO.

OL 2 0334a

DATE:

8 FEB 1982

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA  
7D18 Hqs

2.

3.

4.

5.

6.

7.

8. ADDA

9.

10. DDA

11.

12.

13.

14.

15.

Per our discussion, we are willing to assume the technical monitorship and accountability roles. While we have some expertise in video reproduction and playback equipment in P&PD, we are not up to speed on TV cameras, sound and other program production equipment. We may need to develop this expertise and require additional resources of a body or two.

James H. McDonald  
Director of Logistics

STAT

8 FEB 1982

**MEMORANDUM FOR:** Deputy Director for Administration

**FROM:** James H. McDonald  
Director of Logistics

**SUBJECT:** Coordination of Television Techniques and Facilities

**REFERENCE:** Your memo, dtd 25 Jan 82, same subj.  
(DDA 82-0020/2, OL 2 0334)

1. Referent memorandum requested that the Office of Logistics (OL) develop a proposal for coordinated television equipment procurement and maintenance, and provide a plan for conducting an Agency-wide inventory of television equipment.

2. To accomplish the Agency inventory of television production equipment and subsequent updating of same, we have developed the following action plan:

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a. Solicit from each directorate an inventory of this type property. [redacted] of your office is coordinating a draft memorandum dated 27 January with [redacted] of the Executive Director's Planning Staff which will request the inventory be conducted. The attachment that will accompany the memorandum provides a format to be used in taking the inventory.)

STAT

b. OL will consolidate the submissions forwarded and record the inventory in a computerized program. The program has already been established in the Virtual Memory System utilizing the INFO Software Package.

c. Provide Agency components with a consolidated listing. This listing will be updated annually with changes to previous submissions provided by each directorate.

3. As you are aware, it is OL policy to ensure compliance with regulatory issuances which require special approvals on requests for selected property items prior to processing for purchase. This authority is vested in these

OL 2 0334a

**SUBJECT: Coordination of Television Techniques and Facilities**

offices having expertise in a specific field and/or an operational interest in the requirement for the equipment. Such authority has been granted to the Offices of Data Processing, Communications, Security, Information Services, and the [redacted] International Activities Division/DDO, as well as other offices.

STAT

4. In view of the above, we suggest that the Printing & Photography Division (P&PD), OL, which has some expertise with video equipment and reproduction, be designated the focal point for the Agency television equipment programs. As such, P&PD will assume the same responsibility for television equipment and services as they now have under the Agency-wide Copier Management Program. This would encompass the approval, funding, acquisition, and disposal of all television equipment and the maintenance thereof to ensure that maximum benefits are realized by the Agency.

/s/ James H. McDonald

James H. McDonald

**Distribution:**

Orig - Addressee

1 - SMB/Chrono

1 - SMB/Off.Subj. (EQUIP&SUP 5 TV) *Official, w/Ref*

1 - OL/PD

1 - OL/P&PD

1 - OL Files

1 - D/L Chrono

OL/SD/SMB [redacted]

(5 February 1982)

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Next 2 Page(s) In Document Denied

DDA 82-0020/2

25 JAN 1982

MEMORANDUM FOR: Director of Logistics

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Coordination of Television Techniques and Facilities

REFERENCE: Multi Adse Memo, dtd 20 Jan '82, same Subject

1. Forwarded herewith is a copy of reference memorandum concerning the Agency's use of television techniques and equipment. In keeping with the Executive Director's request, please develop a proposal for coordinated television equipment procurement and maintenance which we can review.

2. With regard to the requirement for an Agencywide inventory of television equipment (and the periodic updating of same) which was discussed several weeks ago, please provide me with your "game plan" and expected time table to carry out this task.

Harry E. Fitzwater

Attachment

cc: D/OC  
D/OTE

STAT

OL 2 0334

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Executive Registry  
82-4170

20 January 1982

DD/A Registry  
82-002071

MEMORANDUM FOR: Deputy Director for Administration ✓  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science & Technology

FROM: John N. McMahon  
Executive Director

SUBJECT: Coordination of Television Techniques and Facilities

1. I understand staff-level discussions have taken place on establishing an advisory panel for coordinating the acquisition and use of television facilities and for developing policy options for using television within the Agency. Rather than create another panel that could require staff support, I prefer to look to each of you to ensure that the appropriate coordination is taking place and any promising policy initiatives are forwarded for consideration.

2. The DDA should continue its efforts to develop a plan for coordinated equipment procurement and maintenance and should develop and maintain an Agency-wide inventory of equipment.

[Redacted Signature Box]

John N. McMahon

cc: DDCI

STAT